

**PROCEDURE for
APPLICATION for a THREE-YEAR LICENSE
leading to either a
CHRISTIAN MINISTRY LICENSE or ORDINATION
in the EVANGELICAL FREE CHURCH OF AMERICA**

1. Send a letter/email to Dr. Greg Fell stating your desire for licensing with the Evangelical Free Church of America and your reason for requesting this credential.
2. Request the church you serve to send a letter of recommendation to the district office. This letter should be written as the result of a decision either of the congregation or of the Church Board. There is a format for the letter which you will find in the documentation at Rockymountaindistrict.org/credentialing

OR if you are not serving as a pastor of a church, ask for a letter of recommendation from the church of which you are a member.

OR if you are working for a Christian organization outside of the Evangelical Free Church, secure a letter from that organization stating that a ministerial credential with the Evangelical Free Church is necessary or helpful for the best performance of your duties.

You must be a member of an Evangelical Free Church to be ordained or licensed by the EFCA and we must have a letter from that church recommending you for credentialing.¹ You also must be employed in ministry full time (30 hours or more) to be eligible for an EFC credential.
3. Complete the forms required. A checklist is provided online at Rockymountaindistrict.org/credentialing.
4. Read the required reading (unless you took the EFCA History and Polity Course at TEDS) and send an affidavit to Greg Fell that this has been completed. The list of books and form to be signed are online at www.Rockymountaindistrict.org/credentialing.
5. Prepare a thesis as outlined in “**Guidelines for Preparing Your Licensing or Ordination Thesis**”. Prepare a copy of your thesis in Microsoft Word format and a copy of the ministers profile and send them to Greg, along with an electronic copy of your thesis and ministers profile sent to Greg for distribution to the council. Send the electronic copy to Gregoryfell@gmail.com.
6. The Ministerial Committee Chairman will arrange for a Council. Be prepared to engage in approximately two to three hours of questioning and discussion regarding your thesis and beliefs. Relatives of the candidate will NOT be permitted to attend the Council per national Board of Ministerial Standing rule.

7. The recommendation of the Council, along with the minutes of the Council, will be forwarded to the EFCA Board of Ministerial Standing of the Evangelical Free Church of America for its study and decision. Upon approval by the EFCA Board of Ministerial, a three-year license is issued and sent to the District Office to be signed and presented to the candidate. (Usually 2-4 months, depending on the Board's workload.)

8. **If you or your spouse has been divorced**, you must be granted an exception based on an investigative council before you can be considered for credentialing. The official policy is: "The Evangelical Free Church of America does not normally issue ministerial credentials to a person who has a divorce in their background. Any person who has been divorced, or who is married to, or anticipates marrying a person who has been divorced, must be granted a Divorce Policy Exception." There is a form which you must fill out to begin this process. The divorce exception **must precede** the licensing process.

Please understand that your file with the above information **must be complete before a council will be scheduled**. Allow 45 days after the completion of your file (including thesis) before the date of that council.

Church planters only: If you are planting an Evangelical Free Church through our District you must be credentialed (or be recommended for credential by a council) in order for you to begin work in your church plant and to draw funds through the district for your work. Please understand that this is a requirement of district policy. We expect you to complete your file and council prior to beginning work in your planting ministry.

Dr. Greg Fell
15889 James Gate Place
Monument, CO. 80132
719-660-9001 (office)
gregoryfell@gmail.com